

Commissioner Guidance Document Transmittal

Date – November 24, 2010

Manual - Division of Family Services: Local Department Resource, Foster and Adoptive Family Home Approval Guidance

Transmittal # 236

The purpose of this transmittal is to provide updates to the guidance which includes links to references, internal bookmarks, and slight changes in language and formatting for the approval of Resource Family providers by local departments of social services. The provisions included in this transmittal become effective upon issuance. Guidance revision is an evolving process and we welcome suggestions for future revisions of the chapter.

This transmittal and manual are available on SPARK at
<http://spark.dss.virginia.gov/divisions/dfs/fc/procedures.cgi>

The chart below features the organization, by part, of the guidance as well as the changes of each part. Components of the manual are as follows:

Part	Changes
Table of Contents	Adjustments to pagination are reflected on pages ii, iii, iv and v.
Part 1: Section 2 Page 2	Links have been provided to the referenced regulation and laws.
Part 2: Legal Basis Pages 2 & 3	Links have been provided to the referenced regulation, laws or sections in guidance.
Part 3: Definitions	Links have been provided to the referenced regulation, laws or sections in guidance.
Part 5: Initial Approval Procedures	Links have been provided to referenced forms, sections in guidance, regulation, law or referenced information.
Part 5: Initial Approval Procedures Page 13	Regulation citation is corrected from 22 VAC 211-70 to 22 VAC 40 211-70
Part 5: Initial Approval Procedures Section 6 Page 17	Corrected Model Approaches to Parenting Partnerships (MAPP) to Model Approach to Partnerships in Parenting (MAPP).
Part 6: Mutual Family Assessment	Links have been provided to referenced forms and sections in guidance.
Part 6: Mutual Family Assessment Report Section 3 Page 21	Corrected See Section 12 to See Part 12 and added bookmarks.
Part 7: Allowing a Variance	Links have been provided to referenced forms, referenced information, laws, and sections in guidance.
Part 7: Allowing a Variance Section 1 B Page 22	Corrected the example of a non-safety related issue.

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Part 9: Monitoring Approved Homes/Providers	Links have been provided to referenced forms, sections in guidance, and referenced information.
Part 10: Reapproval Requirements	Links have been provided to referenced forms and referenced information.
Part 11: Suspending or Revoking Provider Approval	Links have been provided to referenced laws.
Part 12: Emergency Approval Requirements	Links have been provided to referenced forms.
Part 13: Respite Provider approval	Links have been provided to referenced information in the Foster Care Manual and sections in guidance.
Part 14: Provider's Right to Grieve	Links have been provided to referenced laws.
Part 15: Forms, Tools, and Resources	Links have been provided to referenced forms.
Part 15: Forms, Tools, and Resources Section 1 Page 31-32	The Mutual Family Assessment Template and Addendum Template have been moved from required to suggested forms.
Appendix A	Links have been provided to referenced forms.
Emergency Plans Form	Name of child removed New form number <u>032-04-0064-01-eng (10/10)</u>
Mutual Family Assessment Template	Changed suggested language regarding health information for other children in the home New form number <u>032-04-0060-01-eng (10/10)</u>
Checklist for Initial Provider Approval	Changed physical information to Adult Caretakers Added state name search to criminal background information Added text box for Pre-service training has been completed by Applicant B Added space for signature and completed by New form number <u>032-04-0054-01-eng (10/10)</u>
Department Approved Provider Application	Space added for references New form number <u>032-04-0051-01-eng (10/10)</u>

Questions about this transmittal should be directed to:

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A handwritten signature in black ink, appearing to read "Martin D. Brown", written over a horizontal line.

Martin D. Brown
Commissioner